

POLICE/SHERIFF'S DEPARTMENT		RULES AND REGULATIONS	
SUBJECT: Rules of Conduct		NUMBER: 1-2	
EFFECTIVE DATE: July 1, 1999		REVIEW DATE:	
AMENDS/SUPERSEDES: RR 1-2, June 1988		APPROVED: _____ Chief of Police/Sheriff	
CALEA STANDARDS: 1.1, 1.2, 1.3, 2.1, 11, 21, 22.3, 25.1, 26.1, 41.3, 43.1, 74.2, 83.1		VLEPSC STANDARDS: ADM.01.02, 02.01-.02, 05.01-.04, 07.01, 07.05, 15.03, 16.01-.05, 22.01-.02; PER.03.02, 03.04, 04.01-.02, 08.01-.04, 09.01-.05	

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

INDEX WORDS

Arrests	General conduct
of law enforcement officers	General duties
reporting	Gifts
Alcohol; use of	Grievance
Authority	Grooming
Bribes	Leave
Character, good moral	Lost property
Civil cases	Medical assistance
Civil rights	Memberships
Code of Ethics	Money
Conflict of orders	Moral turpitude
Court action	Obedience to laws
Courtroom appearances	Obedience to orders
Disciplinary actions	Off-duty enforcement
Drugs; use of	Off-duty employment
Duty	Public appearances
Equipment	Public information
Evidence	Prohibited behavior
Force; use of	Property
False statements	Resignations

INDEX WORDS (cont'd)

Tobacco; use of
Uniforms
Violation of law

I. POLICY

The [*your agency*] and the public expect all personnel to maintain high standards of appearance and conduct. Law-enforcement officers wield considerable power over citizens, power that is carefully circumscribed by state and federal law, and the Constitution and Bill of Rights. Our powers to arrest, seize property, and interfere, at times, with the lives of citizens constitute a public trust. We can help ensure that we regard this trust as vital by exemplary performance. Performance is tied to the department's commitment to community-oriented policing values as reflected in our mission. The mission of the department is to work with all citizens to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment.

[Note: The courts have upheld the prerogative of law-enforcement agencies to impose restrictions on the behavior of their employees but these restrictions must not infringe on protected, constitutional rights such as the rights to privacy, association, and free speech. The agency should have a rational, non-arbitrary reason for its rules or restrictions.]

II. PURPOSE

To define departmental expectations for on- and off-duty personal behavior.

III. DEFINITIONS

A. Moral turpitude

An intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community involving but not limited to intent to defraud, intentional dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or excessive use of force.

B. Good moral character

The attributes of a prospective employee that enhance his or her value to the department and to public service which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.

IV. CODE OF ETHICS

All officers shall display the integrity required by the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

V. GENERAL DUTIES

- A. All officers shall, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, Commonwealth of Virginia, and all local ordinances, according to the rules, regulations, and general orders of the department. Officers

must know that when they act under color of law, they are enforcing the law according to statutes, written administrative guidance in the department, ordinances, common usage, and custom. Further, officers shall exhibit good moral character in the administration of their duties according to departmental orders.

1. The department maintains the right to establish oral and written orders to govern and control the efficiency, effectiveness, and safe operation of law enforcement.
2. Management reserves the prerogative to discipline personnel for violations of the rules listed in this order. The decision to discipline and the measure of discipline employed depend on the consequences of the employee's actions, the employee's current and past performance, and the employee's length of service.
3. All written or oral orders given by the department are performance measures which address three components of employee performance, that is, conduct, behavior, and work proficiency.

B. Obedience to laws and orders

1. Authority: Employees shall obey all federal and state laws, and ordinances of [***your jurisdiction***] or other municipality in which the employees may be present. Employees shall obey all lawful orders, written or oral, issued to them by competent authority. The term "employees" includes both sworn and non-sworn personnel.
2. Violation of law: Supervisors shall not knowingly or willfully issue any order in violation of any law or ordinance or order of the department.
3. Conflict of orders: Employees shall promptly obey any lawful order of a supervisor, including any order relayed on behalf of a supervisor by an employee of the same or lesser rank. If an employee receives two apparently lawful but different orders that may conflict, the last order given shall be followed unless the order is retracted or modified. If an employee receives conflicting orders, the employee shall inform the person giving the last order of the conflict. The person giving the conflicting order shall then resolve the conflict by either retracting, modifying, or requesting the employee to comply with the latest order. If the conflicting order is not altered or retracted, the employee may be held responsible for disobedience of the order or directive previously issued.
4. Obedience to orders: No employee of the department is required to obey any order which is contrary to the laws of the United States, Commonwealth of Virginia, or ordinances of [***your jurisdiction***];

however, a refusal to obey is the responsibility of the employee and he or she shall be required to justify the action.

5. Civil rights: All members shall observe and respect the civil rights of citizens as the term "civil rights" is commonly understood. Respect for constitutionally-protected rights is paramount.
6. False statements: On any official matter whatsoever, members shall not knowingly lie, give misleading information, or falsify oral or written communications in any official report or in their actions when it is reasonable to expect that the information may be relied upon because of the employee's affiliation with the department.
7. Enforcement while off duty: If an officer, while off duty, witnesses a violation of the law committed in his or her presence which, in the officer's professional judgment, demands immediate attention, the officer may make an arrest, providing that
 - a. the law violation was committed in */ your jurisdiction /* and
 - b. the officer does not use his or her own personal vehicle to chase or pursue the violator but observes all traffic laws applicable to citizens, *and*
 - c. he or she displays police identification to the violator and announces his or her purpose, *and*
 - d. the officer can make the arrest without jeopardizing his or her own safety, the safety of the violator, or the public.

C. Disciplinary/personnel actions

1. Disciplinary actions may include a warning, an oral or written reprimand, suspension with or without pay, reduction in pay, demotion, or termination. Personnel actions may include probation, counseling, training, close supervision, performance evaluation, transfer, and termination.
2. As appropriate, disciplinary action may be taken for any of the following reasons:
 - a. Incompetent or inefficient performance or dereliction of duty;
 - b. Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of similar nature

which discredits or injures the public. (Insubordination consists of direct, tacit, or constructive refusal to do assigned work.)

- c. Mental or physical unfitness for the position which the employee holds.
- d. Conviction of a felony or misdemeanor involving conduct amounting to moral turpitude (see III.A) or which shocks the conscience of a reasonable person, or a pattern of misconduct as displayed by series of misdemeanor convictions.
- e. Failure to report to an appropriate superior authority incompetence, misconduct, inefficiency, neglect of duty, moral turpitude, or any other form of misconduct or negligence of which the employee has knowledge.
- f. Failure of a supervisory employee to take corrective action regarding employees under his or her supervision who may be guilty of any form of neglect of duty or misconduct where the supervisor knows or should have known of the dereliction.

3. Examples of behavior specifically prohibited include:

- a. Use of alcoholic beverages on duty, or drunkenness on duty.
- b. Use of illegal drugs or narcotics.
- c. Buying alcoholic beverages while on-duty.
- d. Acting as bailor for anyone other than a family member.
- e. Releasing any information to a suspect or convicted person that would enable an escape from custody or hamper an investigation.
- f. Selling, trading, or buying chances or bets, or any other gambling while on duty.
- g. Recommending legal counsel or bondsmen to any person.
- h. Publicly criticizing supervisors, the town/county manager, or any town official.
- i. Use of harsh, profane, or obscene language to any member of the department or to the public.
- j. Sleeping on duty.

k. Sexual conduct on duty.

4. Nothing in these rules and regulations limits the charges against employees because the alleged act or omission does not specifically appear in this manual, other orders of the department, or in the laws or ordinances of which the department is responsible to enforce.

D. General conduct

1. Employees shall display respect for their supervisors, subordinates, and associates. The department expects all employees to display good moral character in on- and off-duty contexts and to apply their judgment accordingly. When on duty and in the presence of the public, supervisors shall be addressed or referred to by rank.
2. Employees shall address their subordinates, associates, supervisors, or members of the general public courteously and shall not use abusive, violent, insulting, or provoking language.
3. Employees shall at all times be civil and courteous. They shall maintain an even disposition and remain calm, regardless of provocation, in executing their duties.
4. Employees shall not slander or speak detrimentally about the department or another employee. See section J below.
5. Employees shall always display absolute honesty.
6. Employees shall cooperate and coordinate their efforts with other employees and law-enforcement agencies to ensure maximum effectiveness.
7. Employees shall restrict personal conversations or personal associations to an appropriate minimum while on duty.
8. An officer shall not display cowardice in the line of duty or in any situation where the public or another officer might be subjected to physical danger. Unless actually incapacitated themselves, officers shall aid, assist, and protect fellow officers in time of danger or under conditions where danger might be impending.
9. Employees shall not at any time use or attempt to use their official position, badge, or credentials for personal or financial gain or advantage.
10. Employees shall adhere to the town or county personnel policies.

E. Gifts, bribes, gratuities, rewards

1. Employees shall not solicit any gifts, gratuities, loans, or fees where there is any direct or indirect connection between the solicitation and their departmental employment.
2. Employees shall not accept either directly or indirectly any gifts, gratuity, loan, fee, or any other thing of value arising from or offered because of, or in connection with any law-enforcement activity.
3. Employees shall not accept any gift, gratuity, or other thing of value, the acceptance of which might directly or indirectly influence any manner of official business, or which might adversely reflect on the department or any employee.
4. No employee shall receive any gift or gratuity from other employees junior in rank without the express permission of the chief of police/sheriff.
5. Employees shall not accept any gift, gratuity, reward in money, or other considerations for services in the line of duty to the community, or to any person, business, or agency except lawful salary and that authorized by *Virginia Code* § 15.2-1710.
6. Employees found to have accepted bribes shall be dismissed with prejudice.

F. Suggestions or grievances

1. Employees wishing to make suggestions for the improvement of the department, or who feel injured or offended by the treatment, orders, or neglect of duty of a supervisor may communicate the suggestion either orally or in writing through the chain of command to the chief of police/sheriff; however, certain matters such as those of a personal or confidential nature may be brought directly to the chief of police/sheriff.
2. Non-sworn employees may use the grievance procedure of the town or county.
3. Officers may elect to use the town grievance procedure (except the chief of police) or the Law Enforcement Officers' Procedural Guarantees in *Virginia Code* § 2.1-116.1 through 116.9 (except chief and probationers), described in RR 1-10.

G. Duty

1. Employees shall report for duty at the time and place specified by their assignment or orders and complete the number of hours on duty required by their assignment.
2. While on duty, employees shall remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, illegal narcotics, or conflicts arising from off-duty employment.
3. While on duty, officers shall not engage in any activity or personal business which would cause them to neglect their duty.
4. Officers serve in order to protect lives, preserve the peace, enforce the laws of the town and state, and assist the public in any reasonable request.
5. Officers shall identify themselves to any person requesting an officer's name, rank, and badge number.
6. All officers shall maintain a telephone at their home. Officers shall notify the dispatcher of their telephone number, address, and any changes thereto.
7. All officers shall, in a timely fashion, complete and submit all forms and reports required by the department and the laws of the commonwealth.
8. Officers shall not provide information from computer-based vehicle license checks to citizens.
9. If injured, officers shall promptly notify their supervisor of the injury and its circumstances.
10. While on duty, officers shall constantly keep the dispatcher informed of their whereabouts. To this end, officers shall keep their portable radios charged, turned on, and in their immediate possession at all times.
11. Officers shall maintain a professional attitude and manner when communicating by radio. Officers shall communicate in plain language, abiding by FCC requirements and the requirements of the department.
12. Officers shall not loiter at the department office, but shall use the office for professional purposes only. Each officer is responsible for the cleanliness and upkeep of the office.
13. Officers shall not use police vehicles for personal business or transportation of unauthorized persons, except in emergencies. Requests to use police vehicles for personal business shall be made to the chief of

police/sheriff. Authorized persons include arrestees, detained juveniles, victims, witnesses, and citizen ride-alongs.

14. Officers shall clean the interiors of their police vehicles daily. Officers shall have their police vehicles washed no less than once every two weeks.
15. Officers shall keep their financial affairs in good order and under control. Failure to pay debts in a timely manner may be a cause for disciplinary action.
16. No employee shall use his or her position with the department for personal or monetary gain.
17. Employees are permitted to make long distance telephone calls when necessary for official purposes. Long distance calls made from the police office telephone shall be logged with the dispatcher. If the call is personal, the employee shall so advise the dispatcher, and the officer shall later pay the cost of the call.
18. Officers must carry police identification with them at all times. In addition, while on duty, officers shall carry a valid driver's license.

H. Leave

1. Employees shall not be absent from duty without first obtaining permission from their supervisors.
2. Employees shall, in situations requiring emergency leave or sick leave, notify their supervisors of the circumstances as soon as possible.
3. Employees must request vacations at least 30 days before they wish to take them.

I. Information

1. Employees shall not communicate to any person who is not an employee of this department any information concerning operations, activities, or matters of law-enforcement business, the release of which is prohibited by law or which may have an adverse impact on the department image, operations, or administration.
2. Employees shall communicate promptly to a supervisor information regarding tips on crimes or criminal activity or other relevant law-enforcement information which may come into their possession. After conferring with a supervisor, employee and supervisor shall notify the chief of police/sheriff, if appropriate.

J. Public appearances and exercise of freedom of speech

1. If an employee receives a request to make a public presentation or appearance on the department's behalf or publish an article concerning his or her duties, the employee shall apply for permission to the chief of police/sheriff. The department wishes no interference with the First Amendment rights of officers. The department can and shall, however, authorize appearances or writings that represent the agency and may therefore restrict activities **only** where the employee may represent an agency view.
2. Employees shall not unjustly criticize, ridicule, express hatred or contempt toward or otherwise defame the department, its policies, or other employees when to do so might disrupt operations or adversely affect morale or create disharmony in the workplace. The measure of disharmony is the inability of supervisors to maintain discipline.

[Note: Agencies must take extreme care with any policies that appear to interfere with employees' rights of expression. Generally, the courts are hostile to policies that regulate speech. The courts will examine whether the speech being regulated is a matter of personal interest or public concern: speech on matters of public concern is generally protected unless the department can show an interest which supersedes the employee's rights. Even when an employee speaks critically on a matter of public concern, his or her department might still impose discipline. Further, with few exceptions, First Amendment law prohibits agencies from disciplining or firing employees who do not support the political party in power.]

K. Use of alcohol

1. Employees shall not drink any alcoholic beverage while on duty. Officers in plainclothes, with the consent of their supervisor, may drink limited quantities while on duty when necessary to accomplish the law-enforcement mission.
2. Employees shall not appear for regular duty, or be on regular duty, while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on their breath. See GO 2-35 for guidance on substance-abuse testing.
3. In the event of an emergency recall, each officer must determine fitness for duty if alcohol has been consumed. A supervisor shall be consulted and asked to confirm or deny, as appropriate, the officer's judgment in the matter. No adverse actions will be taken if, in an emergency recall, the officer believes him- or herself to be incapacitated for duty, says so, or is told so by a supervisor before actually going on duty.

4. Officers shall not carry weapons when off duty in a situation the officer deems socially inappropriate, particularly where the officer consumes alcoholic beverages. See GO 2-6, use of force, and RR 1-18.

L. Use of drugs

Employees shall not use any narcotic, stimulating, or dangerous drug while on or off duty unless prescribed by a physician. Employees using any prescribed drug or narcotic or any patent medicines that could possibly induce impairment of their performance shall notify their supervisor. See GO 2-35 for guidelines on drug testing.

M. Use of tobacco

1. Smoking is prohibited in all office and building areas under departmental control and occupied by department employees, except in designated smoking areas.
2. Smoking is prohibited in all department vehicles when occupied by one or more nonsmokers.
3. Officers shall not smoke or otherwise use tobacco products while engaged in traffic control, on an investigation, or while otherwise in contact with or in view of the public.

[Note: Restricting tobacco use can be a divisive topic within most agencies. Agencies that restrict or prohibit the use of tobacco products usually do so because of public image. Restrictions should account for employee health as well, particularly concerning the demonstrable threat of second-hand smoke. Failure to institute any restrictions at all may pose a civil liability risk. The legal status of so-called "smokers' rights" and the rights of nonsmokers is evolving. Nevertheless, a departmental policy on smoking must be based on facts which the agency can articulate.]

N. Property, equipment, and uniforms

1. Employees shall be responsible for the proper care and use of department property and equipment assigned to or used by them and shall promptly report to their supervisors any loss, damage, destruction, or defect therein.
2. Employees shall operate department vehicles and other equipment in such a manner as to avoid injury to persons or damage to property. Whenever a police vehicle is involved in an accident, the operator shall notify a supervisor immediately. Under no circumstances shall an officer investigate his or her own accident. Preferably, a senior officer shall

conduct the investigation. If necessary, an off-duty officer will be called out.

3. At the beginning of a tour of duty, employees shall examine any vehicle assigned to them and report any operational deficiencies, damage, or defects to their supervisors. Failure to report damage or defects creates the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, shall be held responsible for the damage.
4. Officers shall keep their uniforms clean and pressed, their shoes and other leather equipment polished and shined, and badges and name plates clean and bright.
5. Employees wearing civilian clothing on duty shall present a neat and clean appearance. Employees shall wear clothing which is appropriate to the type of duties and citizen contact expected, e.g., coat and tie for men and equivalent skirt, blouse, or pants outfit for women are appropriate for business contacts; more informal sports clothing might be appropriate for late hours of work. Civilian dress should not be a source of negative comment from the community.
6. Employees shall not temporarily or permanently convert any department property to their own personal use or the use of any other person.
7. When an employee terminates employment, all issued equipment shall be returned on the day the termination is effective. Failure to return all items of city/town property will result in withholding final pay or taking legal action.
8. Employees shall have as a part of their issued equipment a copy of the rules and regulations and general orders manual, and shall maintain and make appropriate changes or inserts as directed.
9. The *[your agency]* furnishes the following uniform items:
 - summer shirts
 - winter shirts
 - pants, year-round material
 - summer hat
 - winter hat
 - pair shoes
 - gun belt
 - gun holster
 - handcuffs and case
 - bullet pouch

- can of chemical spray
- set of handcuffs
- badges
- name plates
- ties
- traffic-control vest
- body armor
- rain gear
- *[list types of weapons here]*

10. All uniforms shall be *[color]* with black leather gear. Uniform shirts and coats shall display the department patch on right shoulder.
11. Uniforms or civilian business attire (coat and tie for men or equivalent for women) shall be worn for all court appearances.
12. When uniform items are damaged or worn out and needing replacement, officers shall request replacement or repair in writing to the chief of police/sheriff, giving reasons why items were damaged.

O. Part-time or off-duty employment (See RR 1-11)

1. Before engaging in any outside employment or business activity, an employee shall obtain written approval of the chief of police/sheriff.
2. The employment shall not render the officer unavailable during an emergency, or physically or mentally exhaust the officer to the point that his performance on duty will be affected.
3. Employment shall not in any way conflict with the objectives of the department, impair its reputation, or compromise law enforcement.
4. Each employee while engaged in off-duty employment shall conduct himself in accordance with department standards, and is under the control of department supervisors.

P. Reporting arrests, court action, civil cases

1. Employees shall immediately notify their supervisor if they have been arrested, subpoenaed to court, or have otherwise been involved in any legal proceedings except divorce.
2. Any employee of the department who becomes involved in any accident, incident, or altercation, or any problem which may come to the public attention, shall give oral notification as soon as possible, and within 24

hours in writing to his supervisor. Supervisors shall forward relevant information through the chain of command as rapidly as possible.

3. Employees shall avoid involvement in any civil disputes involving neighbors or acquaintances. Further, officers shall not remove children from parental custody or property from citizens without court order.

Q. Memberships

No member of the department shall be a member of any organization which advocates the violent overthrow of the government of the United States, the Commonwealth of Virginia, or any unit of local government, or participate in any organization which has a purpose, aim, objective, or any practices which are contrary to the obligations of a law enforcement officer under these rules and regulations.

R. Money expenditures

1. No employee shall incur any financial obligation on behalf of the department without permission from the chief of police/sheriff.
2. No employee shall imply or accept financial liability for loss or damage on behalf of the town. Any inquiries concerning financial liability will be referred to the town attorney or town manager.

S. Resignations (See RR 1-20 for detailed guidance.)

An employee in good standing shall provide at least two weeks written notice of his or her intent to resign.

T. Grooming

1. Employees shall maintain a smart, conservative, well-groomed appearance. Men's hair must be neatly styled. Sideburns may extend to the base of the ear, and hair in the back of the head must not extend below the base of the collar. Neatly trimmed mustaches are permitted provided they do not obscure the upper lip nor extend more than one-half inch beyond the corner of the mouth. Goatees, handlebar mustaches, and beards are not permitted.
2. Women must arrange their hair in such a way that hats can be worn easily.
3. Tattoos or piercings (including earrings) shall not be apparent or visible when the officer is in uniform.

[Note: When developing guidance on grooming or the wearing of clothing or jewelry, agencies sometimes worry that they may be too restrictive or that they fear imposing inconsistent standards for men and women. The guiding considerations should be the need to ensure uniformity of appearance to make officers readily recognizable by the public, creating esprit de corps, raising morale, or enhancing safety. The agency must have a rational justification for its grooming rules.]

U. Courtroom appearances

1. Arrive at the court early enough to check the docket, if necessary, and confer with the prosecutor.
2. If an employee receives subpoenas requiring appearance in different courts at the same time, he or she should honor the first subpoena received. If, however, one of the subpoenas was issued by a circuit or higher court, it shall receive precedence over one issued by a district court. In any event, the employee shall notify the court they will not be attending because of the conflict.
3. A subpoena receives precedence over an order issued by a supervisor. In any event, the employee must notify his or her supervisor of the court appearance.
4. If on duty, sworn employees will appear in court in uniform. If off duty, employees shall wear either the uniform or appear suitably attired in civilian business attire. Civilian attire means a tie for men, with a sport jacket or suit, and equivalent clothing for women.
5. When testifying, employees shall remain attentive, face the jury when giving testimony, and speak in a clear, audible tone. Employees shall respond to questions asked by the judge or attorneys and will not argue, interject, or offer an emotionally-charged response to any remark or question.
6. Each member shall be familiar with the laws of evidence and shall testify truthfully on any matter.

V. Evidence (See GO 2-15 and GO 2-16)

1. Contraband evidence shall be stored in the department evidence storage locker before and during trial, as the court requires.
2. Following trial or other legal proceeding, the officer whose case involves the contraband shall apply to the court for a destruction order. Upon receiving the order, the officer shall conduct, or cause to be conducted the destruction, taking care to obtain a witness and document the destruction

on the department's property destruction form. The officer conducting or supervising the destruction shall so notify the court and provide appropriate documentation.

3. Officers shall report evidence that is **not** contraband to the General District Court and dispose of it according to the court's recommendation.
4. Officers shall not give away evidence to anyone. Further, officers shall not appropriate any evidence or other property to their own use under any circumstances.
5. If any citizen refuses to accept returned property that was used as evidence or otherwise acquired by the department, the property shall be destroyed (if perishable) or auctioned, if appropriate, under supervision of the chief of police/sheriff or town manager.

W. Lost property (See GO 2-17)

1. Officers who encounter lost property shall treat it as evidence, storing it in the department locker, if possible, or otherwise securing the property under the direction of the chief of police/sheriff.
2. Officers shall document the circumstances and describe the property in the appropriate report. Officers shall make a reasonable effort to ascertain the owner of the property and return it. Upon releasing property, or obtaining property from a citizen who finds it, officers shall write a receipt.

X. Use of force - general (See GO 2-6)

1. The department expects officers to observe the following two guidelines in all applications of force:
 - a. Employ the minimum force reasonably necessary to accomplish a legal purpose.
 - b. Resort to more severe methods of force to overcome either increasing resistance or an increasingly dangerous threat to public safety.
2. Further guidelines concerning the use of force are outlined in GO 2-6. Violation of the use of force and deadly force orders herein may subject the officer to administrative discipline, suits for damages, and criminal prosecution.

Y. Medical assistance

Officers shall render, or cause to be rendered, medical assistance to *any* injured person.

Z. Arrests of law-enforcement officers

1. An officer who arrests a sworn officer of another law enforcement agency shall immediately notify his or her own supervisor of the fact. Officers shall take whatever action is appropriate to the circumstances including issuance of summonses or making a physical arrest. That the person cited or arrested is a law-enforcement officer shall make no difference.
2. If an officer has probable cause to arrest a sworn officer of our department, the officer shall first contact his or her immediate supervisor to review and confirm probable cause. In most cases, the officer may obtain a warrant against the suspect officer. Some occasions may demand an immediate custodial arrest (domestic violence, for instance; see GO 2-32).

AA. Confidentiality

Employees shall keep all complaints, arrest information, or other official business confidential. Employees shall not indulge in gossip about departmental business.